

10 November 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Report of Activities - Week Ending 7 November 1952

1. Confidential Funds Regulations - 9.4:

a. A revised draft of this regulation has been prepared and is being coordinated with the Chiefs of Administration for the Deputy Director (Plans) and the Deputy Director (Intelligence). The former has expressed his personal belief that the draft is the best regulation developed to date, but that he must secure internal concurrence with the DDP operating officials. The most significant provision in the draft regulation is that the DDA is committed to provide staff assistance in the development of administrative plans. This rule requires the determination of the most effective and practical means of furnishing such assistance, the development of working procedures, and will raise factual problems of staffing and space for whatever personnel may be necessary.

b. Tentative working procedures have been developed which will exploit to the greatest possible degree the competence in the administrative offices and staffs. These procedures are purely tentative pending acceptance of the proposed regulation.

2. CIA Regulations:

a. Basic differences of opinion regarding the concept of Agency regulations as between the office of the DDP and DEA were isolated. Originally, personnel of the office of the DDP believed that policies and procedures concerning covert operations should be identified as "Clandestine Service Regulations" and should be signed by the DDP for the DCI. The CAO/DDP did not personally support this position, and I believe has now accepted the proposed concept of agency regulations. His formal concurrence is expected immediately.

b. In anticipation of a common acceptance of an Agency regulations' concept, a Steering Committee has been tentatively organized to assist in the planning and development of the Agency regulations. In recognition of a wide range or problems and coordination difficulties, persons from offices having primary responsibility and interest have been tentatively selected as Committee members.

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3. Briefing Study:

a. We are investigating the facilities and methods used in the Agency in briefing personnel going overseas with a view toward remedying conditions or deficiencies leading to "flaps", "moral obligations", and "verbal commitments". A report with specific recommendations will be issued this week.


Special Assistant to the
Deputy Director (Admin.)

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